



CAREER INTERNSHIP OPPORTUNITY

Location: CHICAGO, ILLINOIS

AMEND TO EXTEND THE CLOSING DATE TO

APRIL 15, 2005

HOW TO APPLY

Are you interested in a career that provides you with the opportunity to earn good money and professional advancement? If so, then consider applying for a career internship with the U.S. Department of Navy.

There are many reasons to consider working for the Navy. It provides a chance for you to gain insight on how a Federal government agency operates and exposes you to the exciting career options that are available.

The internship is a 2-year program which provides an opportunity for placement in a permanent Federal position upon completion of the internship.

AVAILABLE CAREER INTERNSHIP

We are currently accepting applications from **4 Apr to 15 Apr 2005**. Your application **MUST** be received by **15 Apr 2005** to receive consideration.

Contract Administrator

(1) Full-Time position available

Starting salary is \$36,589 per year

As a Contract Administrator, you will work with others to manage interesting research and development contracts, grants, and special agreements with major educational institutions and non-profit organizations.

To learn more about ONR, go to <http://www.onr.navy.mil>.

Benefits Package

- Two year formal training program
- Vacation and Sick Days
- Health and Life Insurance
- Retirement Plan
- 401K equivalent
- Matching Government Contributions
- Paid Federal Holidays
- Family Friendly Leave
- Flexible Work Schedules
- Annual Cost of Living Increases
- Promotion Opportunity

To apply for this position, you must have the following qualifications:

- Undergraduate degree from an accredited college or evaluation of foreign education that is determined comparable.
- 24 semester hours in any of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization/management.
- Plus one year of related work experience OR superior academic achievement (i.e., class standing, GPA (3.0 or better), or honor society membership). Contact Julia Barrera at 215-408-4466 if you would like more information about these requirements.

To qualify based on education, applicants must list their courses with credit hours in the fields listed above; their degree; graduating college/university; graduating date; major(s); semester or quarter hours; and their grade-point average or class ranking.

If you feel you meet the qualification requirements, mail your resume and copy of transcript to:

Human Resources Service Center – Northeast,
Code 52.2

Attn: FCIP-ONR-05-0108-NR - J. Barrera
111 S. Independence Mall East
Philadelphia, Pennsylvania 19106-2598

or Email to: julia.barrera@navy.mil

Make sure to include your Social Security Number. You must be a U.S. citizen. Please document your U.S. citizenship on your resume. Male applicants born after 12/31/59 must be registered with the Selective System unless granted an exemption.

Veteran's Preference

Have you ever served in the military? If so, you may be entitled to claim veteran's preference. Visit <http://www.dol.gov/elaws/vets/vetpref/choice.htm> to learn more. **Make sure to state your Veteran's Preference on your resume.**

Equal Employment Opportunity

All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.